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MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is
an equal focused employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Official Court Reporter – Remote (Part-time or Full-time); more than one selection may be made from this recruitment.

Location: Remote position. Remote reporters may be asked to travel to the Northern District of California's courthouses in San Francisco, Oakland, and San Jose.

Salary: [Based on locality pay rates](#); outside transcript income potential.

Priority Application Date: June 23, 2023

POSITION OVERVIEW

The Court is now accepting applications for Official Court Reporters who would work remotely with the opportunity for reimbursable travel to the Bay Area to report in-person trials. The U.S. District Court for the Northern District of California is a busy and fast-paced environment where court reporters work on a variety of case types, including intellectual property disputes, complex criminal matters, and civil rights cases, among others.

This position's responsibilities include:

- Working as part of a team of reporters for the judges of the Court;
- Attending remotely and recording verbatim by reporting proceedings held before judges and, upon request, reading back the court record and transcribing proceedings via Eclipse, Case Catalyst, or other software;
- Uploading transcripts, shorthand notes, audio recordings of pleas and sentencings, and reports;
- Transcribing digital audio records;
- Adhering to all requirements of the Court Reporter Management Plan and the Guide to Judiciary Policy;
- Performing administrative duties as assigned.

QUALIFICATIONS

Court Reporter salary levels are based on locality pay rates where the reporter resides, hire date, and years of service and certifications, as noted below.

All candidates at Level 1 must have:

- Four years' prime court reporting experience (freelance and/or in courts);
- RPR (or equivalent); and
- Ability to write in Realtime in the courtroom. (Those hired without Realtime certification must pass the test within two years.)

To qualify for hiring at higher levels:

- **Level 2:** Registered Merit Reporter (RMR) certification
- **Level 3:** Realtime certification.
- **Level 4:** Realtime and RMR certification.
- **Level 5** for transferring Federal Official Court Reporters appointed before October 11, 2009, with CRR, RMR and ten years' reporting experience in the federal courts.

Physical Requirements: Successful candidate must be able to (with or without accommodation): (1) bend, (2) pull, push, and lift up to 20 pounds, (3) reach, (4) walk, and (5) sit for extended periods.

BENEFITS

Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurance, and flexible benefits. Optional travel to one of our Bay Area courthouses for an in-person trial includes reimbursement for expenses associated with transportation, lodging, meals and incidentals, and transport to and from the courthouse. An onsite workspace will be provided.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to an FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, to make multiple hires from this announcement, and to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

HOW TO APPLY

Please visit <http://www.governmentjobs.com/careers/uscourtsand> to submit an online application, along with a cover letter and resume.